



**JOB OPPORTUNITY  
SENIOR HUMAN RESOURCES MANAGER  
UNCLASSIFIED**

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**Open To:** The Public

**Location:** Bradley International Airport - Windsor Locks, CT

**Job Posting No:** CAA1603

**Hours:** Normal Schedule Monday to Friday - 8:30 a.m. to 5:00 p.m.

**Salary Range:** \$96,709 - \$145,063

**Closing Date:** June 3, 2016

**Position Summary:**

The Senior Human Resources Manager is responsible for the development, and oversight of all human resources functions. Manages and coordinates human resources activities to include recruitment and staffing, compensation and benefits administration, labor relations, policy analysis and development, performance management and improvement systems, training and development, employee relations, employee communication and recognition programs

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

- Manage a Human Resources department that will enhance the strategic mission, vision and values of the organization. Formalize strategies to build a superior workforce.
- Manage internal and external Human Resources processes to a high standard, working collaboratively with other departments that are critical to the operation of the organization.
- Serve as facilitator to department managers on the CAA's administrative policies, practices and employee programs.
- Develop and manage consistent Human Resources policies and procedures. Ensure that all employment practices are in compliance with local, state and federal laws.
- Monitor compliance of labor contracts. With the assistance of Department Directors, meet with stewards and supervisors to investigate and resolve grievances.
- Represent the CAA in arbitration and labor board hearings.
- Represent the CAA in collective bargaining contract negotiations and serve as a resource to negotiators by providing information on provisions of current contract and significance of proposed changes.
- Oversee the administration of the CAA's benefits and pension programs.
- Oversee the CAA's wage and compensation program.
- Manage the recruitment program for union and non-union personnel.
- Manage the CAA's performance evaluation and staff development program.
- Develop and implement staff training programs based on organizational needs.
- Oversee the Workers' Compensation program and provide claims and safety recommendations to the executive team.
- Develop, implement, and oversee the Human Resources department budget.
- Direct the employee recognition program.
- Oversee the maintenance and communication of records and reports required by state and federal law.

**SUPERVISORY RESPONSIBILITIES:** Supervises Human Resources staff.

**QUALIFICATIONS:** To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of State and Federal Labor Law

#### **EDUCATION/EXPERIENCE:**

- Bachelor's degree from an accredited college or university
- MBA a plus
- PHR, SPHR, GPHR certification a plus
- 10+ years related experience in Human Resources management
- Experience in labor relations and collective bargaining negotiations a plus.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to use a computer keyboard
- Prolonged sitting and viewing a computer monitor

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment
- Possible local travel for hearings or legal proceedings

**Character Requirement:** An individual serving in this position must be able to successfully undergo a thorough background and security screening, including pre-employment drug screening, being fingerprinted, and maintain required security clearance during the duration of employment.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a CAA Employment Application located on this page: <http://www.ctairports.org/ContactUs>, a letter of interest and a resume to the address below. **State of Connecticut employees** should also submit the previous 2 service ratings and previous 12 months' attendance history.

**Sharon Traficante**  
**Director of Administration**  
**The Connecticut Airport Authority**  
**Bradley International Airport**  
**Administration Offices, Terminal A, 3<sup>rd</sup> Floor**  
**Windsor Locks, CT 06096**

**THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**